

Job Posting

Leasing Consultant - Residences at Towne Center, Columbus OH

Dietz Property Group is one of the Midwest's most respected owners and managers of multifamily and commercial real estate. Our company delivers outstanding results and is dedicated to a set of core values which provide the foundation for building a company we are proud of while purposely creating value for our residents, team members and clients.

Dietz Property Group is looking to hire a full-time Leasing Consultant to join our multi-family team at one of our premier apartment communities in Columbus, Ohio.

This **Leasing Consultant** position earns a competitive base wage starting at \$15, depending on experience, plus base plus commissions. We also offer a robust benefits package including health, dental, vision, life insurance, generous paid time off (PTO), 10 paid holidays, paid bereavement, paid jury duty, a 401(k) plan with company match, personal assistance programs, and more! If this sounds like the right sales & customer service opportunity in residential property management for you, apply today!

Our ideal candidate should have a minimum of 1-year experience in leasing, or in a face-to-face sales and customer service role and be able to perform the necessary requirements outlined below to be considered for this position. The specific duties include, but are not limited to, the following:

- Make and take phone calls with prospective customers and residents, describing the community's features, benefits, and value
- Perform sales presentations and tours to prospective customers -- must be able to identify and sell to the customer's needs
- Accurately prepare/process required screenings and paperwork for applicants, new residents, and residents renewing their lease
- Create and participate in resident social activities
- Provide quality, professional service to prospective residents, current residents, team members, and vendors
- And other various required duties related to the position

Ideal candidates must have:

- Natural ability to express positive enthusiasm and connect with people
- Selling/closing skills
- Ability to maintain a professional office and workspace
- Experience with Word, Excel, Outlook, and the internet
- Ability to work on Saturdays
- Previous property management experience is not required but a plus

The successful candidate will have:

- Minimum of 3 years of experience in a customer service or face to face sales role
- Communication skills must be utilized to maintain good relationships with residents/members.
- Good Leadership abilities
- Organization skills are required to maintain a professional office.
- Good computer skills (including experience with MS Word, Excel, Windows, Internet, & Outlook)
- Experience with Property Management software (e.g., Real Page, MRI, Yardi, etc.) is preferred but not required
- Detail-oriented for financial record keeping
- Exceptional dedication to customer service, flexibility, driven by results, and a can-do attitude!

Interested? Please apply today!

PLEASE NOTE THAT WE ARE PARTNERING WITH GO-HR TO FILL THIS POSITION. Please send cover letter and resume to info@GO-HR.biz. Any inquiries to Dietz Property Group will be directed to GO-HR.

Dietz Property Group is an Equal Opportunity Employer and does not discriminate based on military or veteran status or any other legally protected classification. This is a non-smoking, drug-free environment. This job description is designed to be a good representation of the job requirements but is not a comprehensive listing of activities, duties or responsibilities required of the employee.